

Infinite Campus FRAM Eligibility Report

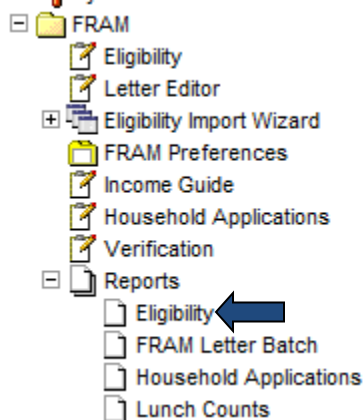
Purpose: The FRAM Eligibility Report provides a summary count of meal status by certified type for all actively enrolled students. In addition, the tool optionally lists the student meal status for the summary type timeframe selected.

The Eligibility Report is useful for determining student meal status in Infinite Campus. The report provides a summary option of meal status and a detailed report of student meal status, with an option to display only the most current meal status*.

* But see note on page 4 about obtaining the most current meal status.

Note: If you do not have access to the report please contact your Infinite Campus administrator for the appropriate tool rights.

1. Log in to Infinite Campus.
2. Open the Eligibility Report by navigating to FRAM>Reports>Eligibility.



3. Run the report type of 'Eligibility Report'.

Eligibility Report

There are two report types to select from either the Eligibility Report or Permission to Share Report.

Which type of report would you like to generate?

Report Type

Eligibility Report

4. In the form you will select the desired information to report on:

Which type of report would you like to generate?

Report Type: Eligibility Report

School Year: 12-13

Summary Type: ☒ Daily ☐ Period ☐ Month

Date: 05/03/2013

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

12-13

12-13 ALSIP COUNTY ATC

12-13 ALSIP COUNTY HIGH SCHOOL

12-13 CENTRAL ELEMENTARY SCHOOL

12-13 DEWITT ELEMENTARY SCHOOL

12-13 FLAT LICK ELEMENTARY SCHOOL

12-13 G R Hampton Elementary School

12-13 GIRDLER ELEMENTARY SCHOOL

12-13 JESSE D. LAY ELEMENTARY SCHOOL

12-13 KNOX APPALACHIAN SCHOOL

12-13 KNOX COUNTY MIDDLE SCHOOL

12-13 LYNN CAMP ELEMENTARY SCHOOL

12-13 LYNN CAMP HIGH SCHOOL

CTRL-click or SHIFT-click to select multiple

Eligibility Type: Meal

SES

Eligibility: Free

Reduced

Paid

Eligibility Certified Type: All

Non-Direct

Income

Categorical

Override

Grade: All

00

01

02

03

CTRL-click or SHIFT-click to select multiple

Observe State Exclude: ☐

Include Detail: ☒

Person Identifier: ☐ Student Number ☒ State ID

Detail Sort By: Name

Show Only Latest Eligibility: ☒

Report Format: ☒ PDF ☐ CSV

Generate Report

Notes:

- **School Year** – Select the appropriate school year.
- **Summary Type** – This is generally selected for a daily report but a period or monthly report can be selected.
- **Date** - Date must be when students are actively enrolled based on the enrollment tab (i.e., first day of school and last day of school, inclusive)
- **Eligibility Type** - Always select Eligibility Type of “Meal”. (You would select both “SES” and “Meal” if your district is partial CEP and you are using Infinite Campus as your food service POS.)
- **Eligibility** - This should be chosen based on your desired selection: use Ctrl – click to select multiple options.
- **Eligibility Certified Type** – The option group includes “All”, “Non-Direct”, and “Direct Type”. Select “All” to include all certified types; use Ctrl-click to select multiple options.
- **Grade** – Choose the grade level(s) you wish to report on. Kindergarten is represented as ‘00’; preschool begins with ‘99’.
- **Observe State Exclude** – Mark this to omit any students marked as state exclude on the enrollment tab.
- **Include Detail** – Shows the individual student detail for meal status.
- **Person Identifier** – Show Student Number or State ID; generally leave this as State ID.
- **Sort Option** – Select the sort order.
- **Show Only Latest Eligibility** – Mark this to show only the latest eligibility record in student detail.
- **Report Format** - Choose a report format of PDF or CSV (i.e., Excel).
- **School Calendars** – Select the school(s) to include on the report; remember that if you choose a prior school year the date must be within the school calendar for students (i.e., between the first day of school through the last day of school for students). Choose “List by School” or “List by Year” to view options for prior years.
- The options to report on meal status include:
 - a. **School Year**: select the current school year
 - b. **Summary Type**: decide the type of information to report on. Only students actively enrolled for the timeframe selected will be included on the report. Please see below for examples:

Student	Meal Status	FRAM Start Date	FRAM End Date	Eligibility Report Option – Summary Type of ‘Daily’ (Value: 10/14/2011)	Eligibility Report Option – Summary Type of ‘Month’ (Value: October 2011)
John Smith	Free	10/03/2011	10/13/2011	Appears on report as ‘Paid’ with 7/1/2011 to 6/30/2012 as the start and end dates	Appears on report as ‘Free’ with 10/03/2011 to 10/13/2011 as the start and end dates
Mark Browning	Paid	08/30/2011	06/30/2012	Appears on report as ‘Paid’ with 8/30/2011 to 6/30/2012 as the start and end dates	Appears on report as ‘Paid’ with 8/30/2011 to 6/30/2012 as the start and end dates

Any students with an enrollment end date prior to the date input will not be included on the report.

Simply said, you have to determine what information you want to report to determine which is the most appropriate Summary Type:

1. **I want to know any student that may have been direct certified in this school year.**
 - a. Run the period report from 7/1/2011 to the current date – since food service directors receive a July DC file.
2. **I want to know currently enrolled students who are free/reduced as of today.**
 - a. Run the daily report with value of today
3. **I want to know any student in this current month who was eligible for a free meal.**
 - a. Run the monthly report with a value of this current month.

Caveat: Campus will display the latest eligibility for the eligibility selected. If a student has more than one eligibility then Campus will display the latest eligibility that meets the selected criteria.

Example:

Student Name	Eligibility	Start Date	End Date
Smith, John	Free	8/14/2015	8/19/2015
Smith, John	Paid	8/20/2015	6/30/2016

In the example above the latest eligibility is “Paid”. However, if the report is restricted to only “Free” students in the month of August then the first record of “Free” shall be returned. That isn’t the latest record but it is the latest record with an eligibility of “Free”.

4. Select ‘Generate Report’.

5. The report below summarizes the meal status information for the selected schools and also presents the student level detail.

Generated on 07/30/2013 07:39:08 AM Page 1 of 205	Eligibility Report Day: 05/03/2013 Grade: All Multiple Schools Selected
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Summary for Eligibility Type: Meal				
Type	Free	Reduced	Paid	Total
Direct Source				
Foster	2	0	0	2
Head Start	0	0	0	0
Homeless	3	0	0	3
Medicaid	0	0	0	0
Migrant	0	0	0	0
Runaway	0	0	0	0
FDPIR	0	0	0	0
SNAP	3011	0	0	3011
TANF	0	0	0	0
Non-Direct Source				
Income	280	279	549	1108
Categorical	57	0	0	57
Override	0	0	0	0
Runaway	0	0	0	0
Foster	3	0	0	3
Migrant	0	0	0	0
Temporary/No Income	0	0	0	0
Head Start	2	0	0	2
RCCI	0	0	0	0
Early Childhood	0	0	0	0
Homeless	0	0	0	0
Declined	0	0	0	0
Denied	0	0	0	0
Did Not Apply	1	1	237	239
Socioeconomic Status	0	0	0	0
Even Start	0	0	0	0
Medicaid	0	0	0	0
	0	0	126	126
Total	3359	280	912	4551

Eligibility Report Detail										
Sch. Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility	Source	Certified Type	School	Start Date End Date
12-13				10	Meal	Free	Non-Direct	Income		04/08/2013 06/30/2013
12-13				05	Meal	Free	Non-Direct	Income		09/20/2012 06/30/2013
12-13				00	Meal	Free	Direct	SNAP		07/10/2012 06/30/2013

The summary report lists the certified type and associated meal status. Note the last line in the certified type (with a blank description) represents all students without a FRAM record. By default these students are assigned a 'paid' meal status: this report shows a total of 126 students.

Quality Assurance Checks

- ✓ Direct Certified are all shown in the 'Free' meal status column.
- ✓ Declined, Did Not Apply, and Denied should be zero for Free and Reduced.
- ✓ Foster, Categorical and Head Start should all be in the Free meal status column.
- ✓ Calculate the free and reduced percentages by dividing the total count of free and reduced to the total count of FRAM records (using the Summary Type Daily option).

The student level detail shows the student name, DOB, State ID, Grade, Eligibility Type, Student Eligibility, Source, Certified Type, School Name, along with the meal status Start/End date as recorded in FRAM.

Additional Resources

IC Guide to Eligibility Report on Campus Community

<https://community.infinitecampus.com/kb/display/DOC/Eligibility+Report>